



## Office Memorandum

**Date:** August 21, 2006

**To:** Property Owners / Management Agents

**From:** Minnesota Housing Finance Agency (MHFA)  
Multifamily Division  
HUD Portfolio – Section 8 Contract Administration  
MHFA Portfolio – Section 8 Contract Administration

**Subject:** **SAMPLE Waiting List**

IF YOU ARE NOT THE PERSON IN YOUR ORGANIZATION WHO WORKS WITH THIS PROCESS, PLEASE GIVE THIS INFORMATION TO THE APPROPRIATE STAFF IMMEDIATELY.

For your convenience, we have attached to this memo, an updated sample Waiting List form.

This document is in an Excel Spreadsheet format and is available on MHFA website for you to **download** and save to your computer. The document is located at:  
[http://www.mhfa.state.mn.us/managers/TRACS\\_SpecialClaims.htm](http://www.mhfa.state.mn.us/managers/TRACS_SpecialClaims.htm)

While use of this particular version of a Waiting List form is optional, it includes fields for all required information to be compliant with HUD's Section 8 waiting list requirements.

If you have any questions, please feel free to contact your Voucher Technician.